

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 25, 2005**

AGENDA ITEM NO.: 3

CONSENT: **X**

REGULAR:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **State-Mandated Records Retention and Disposition Schedule for Real Estate and Personal Property Paid Tax Tickets**

RECOMMENDATION: Adopt a resolution authorizing Billings and Collections to destroy paid tickets for real estate and personal property taxes for FY1999 in accordance with the requirements of the Library of Virginia records retention guidelines.

SUMMARY: Under the provisions of the Virginia Public Records Act, Sections 42.1-76, et. seq. Of the Code of Virginia for the retention and disposition of public records, localities are required to maintain "hard copy" files for various tax and tax payment related records. Following specified time periods, certain records may be destroyed subject to the approval of the local governing body; and the regular removal of such manual records is important to allow adequate space to accommodate newer, incoming records.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Donna Witt 455-3968

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

Resolution

BE IT RESOLVED That the Billings and Collections Division, in accordance with the provisions of the Virginia Public Records Act, Sections 42.1–76 et. seq. of the Code of Virginia for the retention and disposition of public records is hereby authorized to destroy paid real estate and personal property tax tickets for FY 1999.

Adopted:

Certified:

Clerk of Council

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